Continuing Education Memo

Date: 10/13/2013

To: Business instructors

From: Your Name

RE: Course schedule for spring 2014 semester

We are in the process of finalizing the business course schedule for the spring 2014 continuing education courses. If you are planning to teach a business course that is not on these lists, please contact me immediately.

Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our Web site at the end of next week. The following courses are sceduled to meet twice a week for twelve weeks:

Business Leadership

Introduction to International Business

Profesional Leadership Development

Marketing Fundamentals

Human Resources and Work Readiness

International Marketing

Financial Acounting

Human Resources Managment

Microsoft Word for Business

Accounting for Small Business

Microsoft Excel for Business

Microsoft Powerpoint Basics

Introduction to Microsoft Access

In addition, we will will offer the following one-day seminars:

Demistifying Computers

Public Speaking

Business Ethics

Professional Image Building

Make your Own Web Page

How to Buy a Computer

Creating an Ergonomic Workspace

Green Business Practices

I will be working in the continuing education office (28 Butler Hall) from 12:30 to 4:30 every day this week. You can also leave a voice mail for me on extentsion 7736 or e-mail me.